

EMPLOYEE:

CLAIM #



## Job Analysis Form

ALTERNATE FORMAT AVAILABLE

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**JOB TITLE** Project/Program Manager III      **JOB CLASSIFICATION** Project/Program Manager III

**DICTIONARY OF OCCUPATIONAL TITLES (DOT) NUMBER**

**DOT TITLE**

**DEPARTMENT** Community and Human Services

**DIVISION** Mental Health, Chemical Abuse and Dependency Services

**# OF POSITIONS IN THE DEPARTMENT WITH THIS JOB TITLE** 39

**CONTACT'S NAME & TITLE** Jim Vollendroff, Assistant Division Director

**CONTACT'S PHONE** 206-205-1312

**ADDRESS OF WORKSITE**

EXC-HS-0610

821 Second Avenue, Suite 610

Seattle, WA 98104

**VRC NAME** Kyle Pletz

**DATE COMPLETED** 5/3/06

**VRC NAME** Jeff Casem

**DATE REVIEWED** 6/10/08

**WORK HOURS**

This is a salaried position that has core hours of 8:00am-5:00pm, Monday through Friday. Hours may vary based upon business demand.

**OVERTIME** (Note: Overtime requirements may change at the employer's discretion)

Required, during special projects such as grants, contract review times

and during other special projects, which happens approximately 35% of

the time. Overtime may include weekend work and could include as many as 20+ additional hours per week while working on grants.

**JOB DESCRIPTION**

Serves as a technical resource or lead for work teams handling multi-disciplinary or technically challenging code development, analytical or planning projects or programs.

**ESSENTIAL ABILITIES FOR ALL KING COUNTY JOB CLASSIFICATIONS**

1. Ability to demonstrate predictable, reliable, and timely attendance.
2. Ability to follow written and verbal directions and to complete assigned tasks on schedule.
3. Ability to read, write & communicate in English and understand basic math.
4. Ability to learn from directions, observations, and mistakes, and apply procedures using good judgment.
5. Ability to work independently or part of a team; ability to interact appropriately with others.

6. Ability to work with supervision, receiving instructions/feedback, coaching/counseling and/or action/discipline.

### **JOB SPECIFIC REQUIREMENTS**

Experience in grant writing. Applicable background in mental health and substance abuse. Must have knowledge of Medicaid funding and mechanisms. Knowledge of research methods. Knowledge of other relevant agencies and systems. Knowledge of project cost accounting principles. Knowledge of project management principles and supervisory principles. Knowledge of general government principles and procedures. May require knowledge of specific programs. Facilitation and negotiation skills; knowledge of negotiation principles. Written and oral communications and presentation skills. Skills in analysis and problem solving, budget analysis and policy analysis. Skills in program evaluation, advocacy and promotion. Skills in gathering, manipulating and using data utilizing a computer and other tools. Skill in working effectively as a team member to coordinate accomplishment of tasks. Skill in managing multiple tasks simultaneously. May require skills in applying marketing principles. Quantitative skills and skills in applying quantitative and qualitative analytical methods; may include skills in applying statistical analysis. May require skills in coordinating work of multi-disciplinary staff.

### **ESSENTIAL FUNCTIONS**

1. Research and pursue available funding grants to augment Mental Health, Chemical Abuse and Dependency Services Division (MHCADSD) funded services and revenue.
2. Develop and maintain a system for tracking grant availability and grant cycles.
3. Develop and maintain a system for tracking agency expenditures and TXIX funds and conduct research to increase agency utilization of these funds.
4. Develop and submit grant proposals with the input of division management staff.
5. Participate in the Department of Community and Human Resources Grants Workgroup.
6. Write requests for proposals (RFP's) for grant funded services, conduct RFP processes, and write contracts for successful bidders.
7. Work on special projects for the Director's office related to contracts, program development, policy development, and methods for sustaining grant funded initiatives.
8. Research and develop program initiatives to increase employment and educational options for individuals with chemical dependencies.

### **OTHER TOOLS & EQUIPMENT USED**

Computer, telephone, fax machine, copy machine, laptop computer, projector, various presentation materials, stapler, three hole punch pens, pencils.

### **PHYSICAL DEMANDS AS JOB IS TYPICALLY PERFORMED**

Continuously = occurs 66-100% of the time

Frequently = occurs 33-66% of the time

Occasionally = occurs 1-33% of the time

Rarely = may occur less than 1% of the time

Never = does not ever occur (such demands are not listed)

Highly Repetitive = Repeating the same motion every few seconds with little or no variation for more than two hours total per day.

**This job is classified as**

**Sedentary to Light.**

Sedentary—exerting up to ten pounds of force occasionally and/or a negligible amount of force frequently. A sedentary job involves sitting most of the time.

Light—exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently and/or a negligible amount of force constantly. A job is light if involves less than or up to the indicated pounds of force and one or more of the following apply; walking and standing to a significant degree, sitting and pushing/pulling of arm or leg controls, or constant pushing and pulling to maintain a production rate even when weight is negligible.

**Standing**

Health Care Provider initials if restricted\_\_\_\_\_

Occasionally on flat cement, tile and carpet for up to 10-15 minutes at a time for up to 1 hour total in a work shift. Most commonly occurs while using the copy machine and speaking with coworkers. Approximately 2-3 times per month the employee needs to stand for up to 3 hours while conducting presentations.

**Walking**

Health Care Provider initials if restricted\_\_\_\_\_

Occasionally on flat cement, tile and carpet for up to 2-3 minutes at a time for up to 20 minutes total in a work shift. Most commonly occurs while traversing within the office. Approximately 2-3 times per month the employee needs to attend presentations and trainings which requires walking up to 5 minutes at a time for up to 20 minutes total in a shift

**Sitting**

Health Care Provider initials if restricted\_\_\_\_\_

Continuously on an office chair, automobile seat or conference room chair for up to 30 minutes at a time for up to 6 hours total in a work shift. Most commonly occurs while driving, performing desk tasks, performing computer duties, writing grants, talking on the telephone, reviewing documents and conducting research.

**Bending neck up**

Health Care Provider initials if restricted\_\_\_\_\_

Occasionally for up to 5 minutes at a time for up to 15 minutes total in a work shift. Most commonly occurs while looking for items on upper shelves or in upper cabinets as well as when speaking to a standing coworker while seated.

**Bending neck down**

Health Care Provider initials if restricted\_\_\_\_\_

Continuously on an office chair or conference room chair for up to 30 minutes at a time for up to 6 hours total in a work shift. Most commonly occurs while performing desk tasks, performing computer duties, writing grants, reviewing documents and conducting research.

**Bending/Stooping**

Health Care Provider initials if restricted\_\_\_\_\_

Occasionally for up to 30 seconds at a time for up to 10 minutes total in a work shift. Most commonly occurs while reaching for objects in lower drawers and on lower shelves. The employee can alternate between bending/stooping, kneeling or squatting as needed.

**Kneeling**

Health Care Provider initials if restricted \_\_\_\_\_

Occasionally for up to 30 seconds at a time for up to 10 minutes total in a work shift. Most commonly occurs while reaching for objects in lower drawers and on lower shelves. The employee can alternate between bending/stooping, kneeling or squatting as needed.

**Squatting**

Health Care Provider initials if restricted \_\_\_\_\_

Occasionally for up to 30 seconds at a time for up to 10 minutes total in a work shift. Most commonly occurs while reaching for objects in lower drawers and on lower shelves. The employee can alternate between bending/stooping, kneeling or squatting as needed.

**Operating Controls with Feet**

Health Care Provider initials if restricted \_\_\_\_\_

Occasionally to frequently for up to 2 hours at a time for up to 4 hours total in a work shift while driving to trainings and presentations throughout the state.

**Reaching above shoulder height**

Health Care Provider initials if restricted \_\_\_\_\_

Occasionally for up to 30 seconds at a time for up to 20 minutes total in a work shift while reaching for items on upper shelves and in upper cabinets as well as when writing on a white board during presentations.

**Reaching at waist to shoulder height**

Health Care Provider initials if restricted \_\_\_\_\_

Continuously for up to 30 minutes at a time for up to 6 hours total in a work shift. Most commonly occurs while driving, performing desk tasks, performing computer duties, writing grants, reviewing documents and conducting research.

**Reaching at knee to waist height**

Health Care Provider initials if restricted \_\_\_\_\_

Occasionally for up to 30 seconds at a time for up to 10 minutes total in a work shift. Most commonly occurs while reaching for objects in lower drawers and on lower shelves.

**Reaching at floor to knee height**

Health Care Provider initials if restricted \_\_\_\_\_

Occasionally for up to 30 seconds at a time for up to 10 minutes total in a work shift. Most commonly occurs while reaching for objects in lower drawers and on lower shelves.

**Lifting 1-10 pounds**

Health Care Provider initials if restricted \_\_\_\_\_

Rarely for up to 30 seconds at a time for up to 5 minutes total in a work shift. Most commonly occurs with weights of 3-9 pounds while manipulating binders, presentation materials and reference materials.

**Carrying 1-10 pounds**

Health Care Provider initials if restricted \_\_\_\_\_

Rarely for up to 5 minutes at a time for up to 15 minutes total in a work shift. Most commonly occurs with weights of 3-9 pounds while transporting binders, presentation materials and reference materials.

**Lifting 11-20 pounds**

Health Care Provider initials if restricted \_\_\_\_\_

Rarely for up to 30 seconds at a time for up to 5 minutes total in a work shift. Most commonly occurs with weights of 12-15 pounds while manipulating binders, presentation materials (laptop bag or projector bag) and reference materials.

**Carrying 11-20 pounds**

Health Care Provider initials if restricted \_\_\_\_\_

Rarely for up to 5 minutes at a time for up to 15 minutes total in a work shift. Most commonly occurs with weights of 12-15 pounds while transporting binders, presentation materials (laptop bag or projector bag) and reference materials.

**Pushing and Pulling**

Health Care Provider initials if restricted \_\_\_\_\_

Rarely for up to 30 seconds at a time with a force of up to 5 pounds for up to 5 minutes total in a work shift while opening and closing doors and drawers as well as when manipulating a cart with presentation materials/grant materials on it.

**Handling**

Health Care Provider initials if restricted \_\_\_\_\_

Occasionally for up to 3 minutes at a time for up to 40 minutes total in a work shift while manipulating reference materials, binders and presentation equipment.

**Operating Controls with Hands**

Health Care Provider initials if restricted \_\_\_\_\_

Rarely for up to 30 seconds at a time for up to 5 minutes total in a work shift while operating a computer mouse. Rarely the employee may need to drive for up to 2 hours at a time for up to 4 hours total in a shift.

**Fingering**

Health Care Provider initials if restricted \_\_\_\_\_

Frequently & Highly Repetitive for up to 15 minutes at a time for up to 4 hours total in a work shift while typing, writing, using a computer mouse and manipulating documents. During grant projects fingering can occur up to 6 hours total in a work shift.

**Talking**

Health Care Provider initials if restricted \_\_\_\_\_

Occasionally for up to 2 hours at a time for up to 3 hours total in a work shift while conversing with coworkers, talking on the phone and conducting presentations.

**Hearing**

Health Care Provider initials if restricted \_\_\_\_\_

Occasionally for up to 2 hours at a time for up to 3 hours total in a work shift while conversing with coworkers, talking on the phone and conducting presentations.

**Seeing**

Health Care Provider initials if restricted \_\_\_\_\_

Continuously for up to 30 minutes at a time for up to 6 hours total in a work shift. Most commonly occurs while driving, performing desk tasks, performing computer duties, writing grants, talking on the telephone, reviewing documents and conducting research.

**ENVIRONMENTAL FACTORS**

Work is performed primarily in an office setting, but may require travel to various facilities for trainings and presentations.

**The noise level is**

Approximately 50 decibels. The noise is caused by office sounds.

HCP Initials if Restricted

\_\_\_\_\_

**Work environment may include the following exposure(s):**

Outside weather: Rare-Occasionally

HCP Initials if Restricted

**POTENTIAL MODIFICATIONS TO JOB**

A rolling briefcase can be utilized to reduce carrying.

Voice activated software to reduce typing.

Workpace software to ensure proper micro-pauses and breaks.

Luggage cart to reduce carrying of presentation equipment.

Ergonomic pens to reduce grip strength to write.

Ergonomic chair and workstation to ensure proper postures.

Trackball to reduce fingering.

Gel pads for added comfort when typing and using the trackball.

Electric stapler to reduce handling/grip.

Three hole punch with ergonomic extension handle to reduce pressing pressure.

Personal shredder to reduce carrying.

## SIGNATURES

Signatures on this page are obtained before the document becomes available for use and are not required each time the document is reused. Obtained signatures are kept on file at King County Safety & Claims. The Health Care Provider signature section is separate and appears on the following page.

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Printed name & title of VRC evaluator

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Signature of VRC evaluator

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Date

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Printed name & title of contact

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Signature of contact

---

Date

---

Printed name & title of employee

---

Signature of employee

---

Date

**HEALTH CARE PROVIDER SECTION**

Check all that apply

- ☐ The employee is released to perform the described duties without restrictions on performance or work hours as of \_\_\_\_\_.
- ☐ The employee is released to perform the described duties on a reduced schedule as of \_\_\_\_\_. The recommended schedule is: \_\_\_\_\_  
☐ Temporary until \_\_\_\_\_ ☐ Permanent as of \_\_\_\_\_
- ☐ The employee is released to perform the described job with the following modifications: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
☐ Temporary until \_\_\_\_\_ ☐ Permanent as of \_\_\_\_\_
- ☐ The employee is not released to perform the described duties due to the following job functions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
☐ Temporary until \_\_\_\_\_ ☐ Permanent effective \_\_\_\_\_
- ☐ The employee is unable to work in any capacity.  
A release to work is: ☐ anticipated by \_\_\_\_\_ ☐ Not expected

The limitations are due to the following objective medical findings:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Printed or typed name and phone number of Health Care Provider

\_\_\_\_\_  
Signature of Health Care Provider

\_\_\_\_\_  
Date